

# Print Patient Record Quick Reference Guide

## Steps to Follow:

1. Click Search/Add, located under the Patient panel.
2. Search the patient name.
3. Click the patient name to open the demographics section.

**Patient Search** [Click here to use the 'advanced' search](#)

First Name or Initial:  ID:

Last Name or Initial:  SIIS Patient ID / Bar Code:

Birth Date:  Chart Number:

**Family and Address Information:**

Guardian First Name:  Mother's Maiden Name:

Street:

City:  State:

Zip Code:  Phone Number:

Country:

Note: When searching by First and Last Name, you may use the wildcard character % to replace multiple characters and \_ to replace a single character.  
☐ Check here if adding a new patient.

**Patient Search Results**  
Records Found = 1 Search Criteria: First Name / Last Name (Like)

Show  entries Search:

First Name	Middle Name	Last Name	Birth Date	SIIS Patient ID	Grd First Name	Grd Middle Name	Grd Last Name
MINT		ICECREAM	08/08/2000	5571	CHOCOLATE		

Showing 1 to 1 of 1 entries

4. Select Patient Record under the Reports panel.

**Reports**

- Patient Record
- Report Module
- State Reports
- Mgmt Reports

5. Select a Vaccination Record Choice using the radio button.
  - The Montana Immunization Program recommends using the All Recorded Vaccinations (Option 2).
6. Select Create Report. The patient record will open in a new tab.
7. Print the patient record.

**Print Patient Record**

**Patient Information To Include**

☒ Do Not Include Confidential Information  
☐ Include Confidential Information

**Vaccination Record Choices**

☐ Immunization Record (summary)  
☐ All Recorded Vaccinations  
☒ All Recorded Vaccinations (option 2)  
☐ Forecast

☒ Printable Version (enable table borders)